

Deviation Worksheet

Solicitation # _____

Bidder Name: _____

Solicitation Requirement:

Mandatory _____
("shall, must, will")

or

Desirable _____
("should, may")

Bidder Response:

Materiality Test

Is the requirement **Mandatory** or **Desirable (see above)**? If it is mandatory, proceed with answering the following questions. If desirable, Stop; the deviation is immaterial (reference Section II, paragraph A.2.).

1. Is the **response in substantial accord** with the solicitation requirement? Yes _____ No* _____
If **YES**, the deviation is **NOT** material for this reason. If **NO**, explain how the response deviates from the requirement:

2. Does the response provide the bidder **an advantage over other bidders**? If **NO**, the deviation is **NOT** material for this reason. If **YES**, explain how the response provides an advantage: Yes* _____ No _____

3. Does the response have a **potential significant effect** on the **delivery** of the items bid? If **NO**, the deviation is **NOT** material for this reason. If **YES**, explain how delivery is affected: Yes* _____ No _____

4. Does the response have a **potentially significant effect** on the **quantity** of the items bid? If **NO**, the deviation is **NOT** material for this reason. If **YES**, explain how the quantity has been or will be affected: Yes* _____ No _____

5. Does the response have a **potentially significant effect** on the **quality** of the items bid? If **NO**, the deviation is **NOT** material for this reason. If **YES**, explain how the quality of the items bid is affected: Yes* _____ No _____

6. Does the response have a **potentially significant effect** on the **amount paid to the vendor**? If **NO**, the deviation is **NOT** material for this reason. If **YES**, explain how the amount to be paid the vendor is affected: Yes* _____ No _____

7. Does the response have a **potentially significant effect** on the **cost to the State**? If **NO**, the deviation is **NOT** material for this reason. If **YES**, explain how the cost to the State is affected: Yes* _____ No _____

* If the requirement is **mandatory** and any of these items are checked, the deviation must deemed **material** (reference Section II, paragraph A.1.), and the bid rejected. **“Material deviations cannot be waived.”**